

T-BOX Terms and Conditions

First edition: October 7th, 2021

Updated: October 5th, 2023

*If this English version of the Terms and Conditions does not conform to the Japanese version, the Japanese version shall prevail.

The following terms and conditions shall apply to the use of T-BOX.

1. Purpose and intended users

T-BOX is a facility for fabrication activities related to education and research activities at the University of Tokyo. Students, faculty, and staff affiliated with the University of Tokyo who have taken the required T-BOX instruction courses and have acquired user certification are eligible to use the T-BOX.

2. General principle

1. When using the facility, follow the rules and manners described in the Terms and Conditions to prevent problems and accidents.
2. Follow the instructions and precautions of the management staff.
3. Follow the operating instructions-precautions for each equipment.
4. Maintain tidiness and cleanliness in the facility. Users must clean up after themselves during and after work.
5. Be careful not to damage the equipment in the facility.
6. No food is allowed in the rooms. Drinks are allowed in water bottles, PET bottles, or other containers with lids.
7. Wear appropriate clothing for the work. Footwear that exposes the feet, such as sandals, is prohibited. Gloves must not be worn when using rotary tools. Wearing long sleeves and long pants that cover the skin is recommended during work. Work uniforms are available for borrowing if necessary for the work. For equipment that has instructions to wear safety shoes, safety glasses, etc., the equipment should be operated after wearing them.
8. In case of an accident, immediately call the Disaster Prevention Center and notify the management staff.
9. If any problem with equipment or tools is observed, immediately report it to the management staff.
10. In order to maintain a safe distance, workers should keep a sufficient distance from each other when working.
11. To prevent accidents, workers shall call out to each other when beginning work. However, to prevent distraction, do not call out to users engaged in the work except in an emergency.
12. If you are unsure of how to operate the equipment, consult with the management staff and confirm the operation before using the equipment.
13. Do not work if you are not in good physical condition.
14. Do not work when under the influence of alcohol.
15. With the exception of some equipment, do not leave the equipment unattended with the power on.

3. Qualifications for equipment use

1. Qualified users are those who have registered as users after attending a general safety instruction held in the T-BOX and have received a T-BOX user ID number.
2. Qualified users may attend equipment training sessions. After attending the training sessions, they may use the equipment.
3. Non-qualified users may also use the equipment in the presence of management staff during opening hours only after arranging a date and time on an individual basis. However, large equipment that involves hazardous work is excluded.
4. All members of the University are covered by the Student Accident Insurance for Education and Research, but if you wish to use the equipment, it is recommended that you purchase voluntary insurance from the Co-op or other insurance providers.

4. How to use

1. When using the equipment in T-BOX, please follow the operation rules of each piece of equipment.
2. Refer to the calendar on the [T-BOX website](#) for the opening hours of the T-BOX.
3. Even during the opening hours, if the Building No. 1 of the Faculty of Engineering is locked (weekdays from 19:00 to 7:00, holidays, etc.), in principle, only those who are authorized to enter the Building are allowed to use the T-BOX.
4. When holding a lecture or other meeting in T-BOX, notify the T-BOX supervisor in advance and follow the instructions.
5. When using each equipment, be sure to undergo an equipment instruction session and follow the rules and regulations set for each equipment.
6. Equipment, consumables, and materials
 - The user is responsible for bringing their own materials and supplies to the facility.
 - After the work is completed, the user must take all materials and products with them and return the workplace to their original state.
 - Users are required to clean up after using the equipment and to take any scrap materials and other waste from the work with them. Only small scrap pieces may be disposed of in the dustbin inside the T-BOX.
 - In principle, no equipment or tools may be taken out of the T-box. However, if on-site work is necessary or other circumstances require the lending of tools and equipment, an application must be submitted to the T-BOX manager for permission to check out the tools and equipment.
 - In the case of loss or damage of borrowed tools or equipment, the user must report it to the management staff, and purchase equivalent tools or equipment at their own expense and return them to the T-BOX.
7. If you wish to temporarily store your items or materials in the T-BOX, you must submit an [application for temporary placement](#) and post a form with your name, contact information, and the period of temporary storage in a visible location. In principle, temporary storage is allowed for up to one week. If the temporary storage interferes with other work, the T-BOX supervisor is authorized to move the temporary storage as needed. T-BOX will not be responsible for any damage to or theft of the work or materials that occurs during temporary storage. In addition, the applicant himself/herself shall be responsible for any damage to T-BOX equipment, other users, or the work caused by the temporarily placed items or materials.
8. If more than one work/activity takes place in the T-BOX and may interfere with the safe operation of the space, priority shall be given to work in the T-BOX in the following order.

- 1, Lectures and seminars within the Department of Architecture
- 2, Lectures and seminars outside the Department of Architecture
- 3, Laboratory activities within the Department of Architecture
- 4, Laboratory activities outside the Department of Architecture
- 5, Others

5. Use by Off-Campus Visitors

1. Permission for off-campus visitors to use the T-BOX must be requested by a faculty or staff member qualified to use the T-BOX and approved by the T-BOX manager at least two weeks prior to the event.
2. The representative of the application must confirm that the user is covered by accident insurance, etc. to compensate for injuries and damage to property at T-BOX, or that the representative themselves have insurance such as event liability insurance.
3. Users are required to attend a safety instruction between application and the start of use, and understand the basic rules of T-BOX.
4. Off-campus users must be accompanied by a qualified user within the university, and it is prohibited for off-campus users to work alone.
5. In principle, operation of T-BOX equipment by off-campus users is prohibited. However, this does not apply in cases where the T-BOX supervisor gives special permission.
6. As a general rule, off-campus users are not permitted to work in the Engineering Building #1 during closed hours (i.e., weekdays from 7:00-7:00 p.m. and on holidays).

6. Off-hours use

1. Groups represented by faculty or staff members are allowed to work during the off-hours of T-BOX upon submitting an [application for off-hours access](#) and receiving permission from the T-BOX Supervisor.
2. In principle, the application must be submitted at least one week prior to the start of use.
3. Users who are permitted off-hours access will be issued a passcode for T-BOX key. The representative of the users shall be responsible for managing the passcode, and it is prohibited to share the passcode with anyone other than those who are registered to use the room.
4. In the case of nighttime and holidays, [notification](#) must be made through the nighttime and holiday room availability notification system of the Office of Environmental Safety Management for the School of Engineering and the School of Information Science and Technology. However, if the user is not qualified to enter the Faculty of Engineering Building No. 1 during locked hours, work during locked hours is not permitted.
5. When leaving the room, be sure to turn off the power to the equipment, air conditioner, and lights in the room and lock the door.
6. It is prohibited for students to use a CNC machine and a laser cutter alone during off-hours. However, students who are accompanied by management staff or faculty members qualified to use the equipment are permitted to do so.
7. In the event of an accident or trouble, it must be reported immediately to the Disaster Prevention Center, and the T-BOX supervisor and the representative of the users' application must be notified. The faculty member in charge, who has registered as a representative on the application form for off-hours access, shall be responsible for reporting and taking responsibility for any accidents, etc. that occur during off-hours access.

7. Temporary occupation

1. Groups represented by faculty or staff members may occupy a part of the T-BOX space for up to 8 weeks after submitting an [application for temporary occupation](#) and obtaining permission from the T-BOX Supervisor. During the period of occupied use, off-hour access is permitted.
2. In principle, the application must be submitted at least one week prior to the start of use.
3. Users who are permitted temporary occupation will be issued a passcode for T-BOX key. The representative of the users shall be responsible for managing the passcode, and it is prohibited to share the passcode with anyone other than those who are registered to use the room.
4. In the case of nighttime and holidays, [notification](#) must be made through the nighttime and holiday room availability notification system of the Office of Environmental Safety Management for the School of Engineering and the School of Information Science and Technology. However, if the user is not qualified to enter the Faculty of Engineering Building No. 1 during locked hours, work during locked hours is not permitted.
5. When leaving the room, be sure to turn off the power to the equipment, air conditioner, and lights in the room and lock the door.
6. It is prohibited for students to use a CNC machine and a laser cutter alone during off-hours. However, students who are accompanied by management staff or faculty members qualified to use the equipment are permitted to do so.
7. In the event of an accident or trouble, it must be reported immediately to the Disaster Prevention Center, and the T-BOX supervisor and the representative of the application must be notified. The faculty member in charge, who has registered as a representative on the application form for temporary occupation, shall be responsible for reporting and taking responsibility for any accidents, etc. that occur during off-hours access.
8. If there is no other application for temporary occupation before the end of use, the use may be extended for a basic unit of one week. If there is another application, no extension shall be granted.
9. In cases where other higher priority activities are scheduled and there is a risk that the work may interfere with the safe operation of the space, or in cases where the work may interfere with other work or the space, the permit may be canceled even during the period of temporary occupation in order to ensure the safe operation of the space.
10. T-BOX shall not be responsible for any damage or theft of work or materials that occurs during occupied use. In addition, the applicant himself/herself shall be responsible for any damage to T-BOX equipment, other users, or items caused by temporary occupation.

8. Fees

1. In principle, users shall bear the actual costs of some consumables.
2. Fees will be charged for work performed outside of the reception response time, when accompanied by management staff.
3. Refer to the fee list for the types of consumables that incur usage fees and the respective usage fees.

8. Other rules and information

1. For any activity that interferes with or harms the smooth operation of T-BOX or other users, a suspension of use for a certain period of time or indefinitely will be imposed.
2. In case of any malfunction, failure, or damage to equipment, tools, etc., you must report it to the management staff.

t-box@arch1.t.u-tokyo.ac.jp

03-5841-6174 (ext. 26174)

3. In the event of any injury, report it to the management staff immediately.
4. In the event of an accident or injury, notify the Disaster Prevention Center for Engineering, Information Science and Technology, etc.
Disaster Prevention Center for Engineering, Information Science and Technology
Extension: 26119
Outside line: 03-5841-6119

See below for other contact information. If the fire department or police are notified directly from the scene, the Disaster Prevention Center should also be notified immediately. You may request the Disaster Prevention Center to make a report.

- (1) Fire department (fire/emergency) Extension: 0-119

Outside line: 119

- (2) Police Department (theft, etc.) Ext: 0-110

Outside line: 110

- (3) Emergency Reception of the University of Tokyo Hospital Ext: 35199

Outside line: 03-5800-8683

9. Disclaimer

1. Users understand that there is a risk of personal injury and theft when using the T-BOX facilities, and that they use the facilities at their own risk.
2. The user agrees that T-BOX and its related facilities and parties shall not be liable for any damages incurred in the use of T-BOX (including, but not limited to, injuries and theft that occur at the facility, and defects, injuries, damages and losses that occur from works created at the facility), except in the case of willful misconduct or gross negligence by T-BOX.